EXHIBIT VIII-4

CALSTARS 56
(Rev. 12/10)

CLAIM SCHEDULE TRANSACTION POSTING TAG

ORG: ________

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
SOURCE/AS	APPN SYM	FUND SRCE
FUND/DTL	METHOD	SUBSIDRY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG ID	VEND INFO	

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
SOURCE/AS	APPN SYM	FUND SRCE
FUND/DTL	METHOD	SUBSIDRY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG ID	VEND INFO	

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
SOURCE/AS	APPN SYM	FUND SRCE
FUND/DTL	METHOD	SUBSIDRY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG ID	VEND INFO	

EXHIBIT VIII-5

CALSTARS 53
(Rev. 4/11)

OFFICE REVOLVING FUND POSTING TAG

ORG: ___________

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	INVOICE
DOC DATE	CUR DOC/S	INDEX
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	CHECK	FUND/DTL
SUBSIDRY	GLAN	DUE DATE
LOCATION	MULTI PUR	
CK MSG ID	VEND INFO	

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	INVOICE
DOC DATE	CUR DOC/S	INDEX
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	CHECK	FUND/DTL
SUBSIDRY	GLAN	DUE DATE
LOCATION	MULTI PUR	
CK MSG ID	VEND INFO	

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	INVOICE
DOC DATE	CUR DOC/S	INDEX
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	CHECK	FUND/DTL
SUBSIDRY	GLAN	DUE DATE
LOCATION	MULTI PUR	
CK MSG ID	VEND INFO	

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	INVOICE
DOC DATE	CUR DOC/S	INDEX
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	CHECK	FUND/DTL
SUBSIDRY	GLAN	DUE DATE
LOCATION	MULTI PUR	
CK MSG ID	VEND INFO	

EXHIBIT VIII-6

CALSTARS 55
(Rev. 4/11)

GENERAL PURPOSE POSTING TAG

ORG: _________

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	SOURCE/AS	CHECK
APPN SYM	FUND SRCE	FUND/DTL
METHOD	BUD SEQ	SUBSIDIARY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG	CK MSG	VEND INFO

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	SOURCE/AS	CHECK
APPN SYM	FUND SRCE	FUND/DTL
METHOD	BUD SEQ	SUBSIDIARY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG	CK MSG	VEND INFO

TC	MODIFIER	FFY
REF DOC/S	VENDOR/S	RPI
INVOICE	DOC DATE	CUR DOC/S
INDEX	OBJ DTL/AO	PCA
AMOUNT	REVERSE	PROJ/WP
LC DPOSIT	SOURCE/AS	CHECK
APPN SYM	FUND SRCE	FUND/DTL
METHOD	BUD SEQ	SUBSIDIARY
GLAN	DUE DATE	PCA ACTY
LOCATION	MULTI PUR	
RA MSG	CK MSG	VEND INFO

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
TC	Transaction Code	**Enter a 3-position numeric or alpha-numeric code that identifies each accounting event.** Required on all transactions.
MODIFIER	Modifier	**Enter the Modifier code, as appropriate.** No modifier is necessary when recording an original document (not previously entered). **Blank** - Modifier code not required. If liquidating an encumbrance document, a blank is treated the same as a partial payment. **A** - Allows posting to a closed document. **C** - Closes a document to preclude further posting. **F** - Final posting. When making a final payment that liquidates GL 6150 encumbrance documents, the F modifier closes the document and automatically brings the balance of the document to zero. The liquidation amount to bring the balance of the document to zero may be different than the payment amount entered on the transaction. For all other types of documents, the F modifier closes the document and will liquidate the documents for the amount entered on the transaction. The F modifier does not automatically bring the balance of non-encumbrance documents to zero. **I** - Inactive. Used to override an inactive table entry to allow the transaction to post. Does not change the table Active/Inactive indicator. **P** - Partial payment or receipt. Liquidates the previously entered document for the amount of this transaction (Same as "Blank"). **S** - Saves the document. Places '999999' in the Close Date so that the document is not purged from the Document File.
FFY	Funding Fiscal Year	**Enter the Funding Fiscal Year to which the transaction applies.** Required on all transactions. (For example, Fiscal Year 2000-2001 is coded as **00**.)
REF DOC/S	Reference Document Number and Suffix	**References a record on the Document File**, e.g., when coding an expenditure affecting a previously entered encumbrance, the Reference Document Number identifies the encumbrance document.
VENDOR/S	Vendor Number and Suffix	**Identifies the supplier, contractor or employee involved in a transaction.** The first ten positions identify the vendor while the two-position suffix distinguishes between multiple mailing addresses.

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
RPI	Reportable Payments Indicator	**Enter one of the following, or leave blank,** as appropriate: (See Volume 1, Chapter XII for information on how Reportable Payments are identified and reported in CALSTARS.) **Blank** - Not a Late Payment Interest Penalty or Subject to Use Tax. **8** - Small Business Late Payment Interest Penalty. Code for the **calculated amount of the penalty only**; not the amount subject to the penalty. (RPI #8 displays data on the W07 Report but is printed on the Remittance Advice as RPI #5: Interest). **9** - Subject to Use Tax.
INVOICE	Invoice Number	(Optional) **The invoice field may be used to record data in two ways:** (1) To show the Vendor's invoice number on claim schedule transactions, up to 14 digits/characters may be printed on the remittance advice slip (RA). (2) To print information on automated check transactions, the fund code and up to 14 characters of transaction information are printed in the upper-left box of the check. If this field is blank, only the fund code appears. The Batch Check Message Indicator must equal '**N**' in order to use this field. To use messages from the check message table, change this indicator to '**Y**'. Only one method can be used to produce check messages per batch.
DOC DATE	Document Date	**Enter the 8-digit document date in MM/DD/YYYY format.** When used with automated claim schedule transactions, the Document Date is printed on the Remittance Advice Slip. Leave blank for automated check transactions.
CUR DOC/S	Current Document Number and Suffix	**Enter the number of the document currently being processed,** if applicable. This number must be unique for TCs posting to the Document File. If the transaction posts to the Document File, it left-justifies and right-zero fills. If the transaction is in a claim schedule batch, use this field **only** for Contract Number or Purchase Order Number. The document number will print on the face sheet.
INDEX	Index Code	**Use an Index Code to post encumbrances, expenditures or revenue/receipts** to internal organizational levels. This field is optional based on Transaction Code requirements and agency needs. It is controlled by the agency through values entered in the Data-Related Error Severity Segment of the Organization Control Table and posting level indicators in the Appropriation Symbol and Index Code Tables.
OBJ DET/ AO	Object Detail and Agency Object	**Enter the Object Detail** used to identify the goods or services for which an encumbrance or expenditure/abatement is recorded. (Optional) **Enter an Agency Object** used to further classify the type of service or goods for internal agency reporting purposes.

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
PCA	Program Cost Account	**Identify the Program Cost Account number** to be charged or credited.
AMOUNT	Amount	**Enter the transaction amount.** Required on all transactions. A zero amount (not blank) is a valid value. Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for optional commas and the decimal point.
R	Reverse Code	**Enter one of the following:** **Blank** - Normal transaction. **R** - Reverse. Assigns an opposite sign (+,-) to the normal debit and credit General Ledger accounts in the Transaction Code (TC). **R** is not allowed for some TCs and should not be used with automated claim schedule TCs. Transactions which do not allow an **R** contain that message on the Transaction Illustration, Volume 5.
PROJ/WP	Project and Work Phase	(Optional) **Enter a specific grant or Project Number and a Suffix to identify specific phases of a grant or project.** This field is optional since the Project and Work Phase may be automatically referenced by either the PCA or the Index Code.
LC DPOSIT	Location Deposit Number	(Optional) **Enter the Location Code and the Report of Deposit number.** Both the 3 digit location code and the 10 digit deposit number are found on the deposit slip.
SOURCE/ AS	Source Code and Agency Source	**Enter a Source to identify receipts or receivables as specified in the UCM.** (Optional) **Enter an Agency Source to further classify the receipt source for internal agency reporting purposes.**
CHECK	Check Number	**Enter the Check Number on manually produced checks**. Leave blank for automated check or non-check entries.
Funding Segment:		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
APPN SYM	Appropriation Symbol	**Enter an Appropriation Symbol, as appropriate**
FUND SRCE	Fund Source	**Enter a Fund Source, as appropriate.**
FUND/ DTL	Fund and Fund Detail	**Enter a Fund, as appropriate.** (Optional) **Enter a Fund Detail, as appropriate.**

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
METHOD	Funding Method	**Enter a Method, as appropriate.**
BUD SEQ	Budget Sequence	**Enter the code that identifies the budget sequence number**, as appropriate, to which a transaction must post.
SUBSIDRY	Subsidiary	**Enter the code that identifies the General Ledger Subsidiary account,** as appropriate, to which a transaction must post.
GLAN	General Ledger Account Number	**Enter the code that identifies the debit or credit general ledger accounts**, if required, to which the transaction must post. Applicable only to **GL Input** transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	**Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank.** For manual check transactions, the Due Date is the check date. For automated check transactions, this field must be **blank** because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) **Enter a code to identify activities within a PCA.** This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) **Enter the code to accumulate financial data by geographic location.**
MULTI-PURPOSE	Multipurpose	(Optional) **Enter the code to track agency-specific operations** that are not included in the CALSTARS classification structure.
ERR OVRD	Error Override	(Optional) **Enter W** to treat errors as "Warnings" if the errors are designated as "Fatal" on the Organization Control (OC) table's Data and Fund Error severity segments.
RA MSG ID	Remittance Advice Message ID	Enter the Remittance Advice Message ID to retrieve message from Remittance Advice Table to be printed on RA for auto-claim transactions.
CK MSG ID	Check Message ID	Enter the Check Message ID to retrieve message from Check Message Table to be printed on checks for auto-check transactions. The Batch Check Message Indicator must equal to 'Y' in order to use this field.
VEND INFO	Vendor Information	(Optional) **To use the vendor information fields, code any alphanumeric character.** When **Enter** is pressed, a pop-up window will appear to allow the vendor information to be keyed. **The Vendor Number/Suffix must be blank**.

BATCH HEADER SLIP PREPARATION

All CALSTARS transactions originate from source documents or automated system processing actions. Posting tags for transactions originating from source documents must be batched and a Batch Header Slip (CALSTARS 25) prepared before the batch goes to the data entry point. Batching consists of:

- ✪ Separating the CALSTARS posting tags by type and by other classifications, as appropriate.
- ✪ Creating an adding machine tape showing the number of transactions in the batch and the total batch amount.
- ✪ Preparing a Batch Header Slip.
- ✪ Attaching all of the documents to the Batch Header Slip along with the proof adding machine tape.

The Batch Date on the Batch Header Slip should normally be the date the document is expected to be keyed and released for system processing.

The Batch Header Slip is shown in Exhibit VIII-8. Instructions for completing the Batch Header Slip are contained in Exhibit VIII-9.

EXHIBIT VIII-8

CALSTARS 25
(revised 09/11)

BATCH HEADER SLIP

ORG: _____________

DATE

BATCH TYPE

BATCH NUMBER

EDIT IND

FM

CLAIM SCHED #

CK MSG

BATCH COUNT

ABSOLUTE BATCH AMOUNT

OPTIONAL NET AMOUNT

+/-

PREPARED BY ______________________________

DATE PREPARED ______________________________

ENTERED BY ______________________________

DATE ENTERED ______________________________

SPECIAL INSTRUCTIONS

EXHIBIT VIII-9
BATCH HEADER SLIP AND
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ORG CODE	Organization Code	Assigned by the signon ID security; cannot be changed except by sign-off and re-signon.
DATE	Batch Date	Current date is supplied by CALSTARS. May be modified by using the back tab and overkeying in the **MMDDYYYY** format.
BATCH TYPE	Batch Type	**Enter the code for the batch type**. Documents may be batched using an agency defined coding system (except **00** is reserved for FM 13 adjusting entry batches and alpha characters are reserved for system generated batches).
BATCH NUMBER	Batch Number	**Enter the Batch Number assigned.** A unique Batch Number must be selected from the Batch Control Log. The letter **A** cannot be used in the first character unless the batch is an FM 13 adjusting entry/ reclassification batch for automated reversal. Ensure that the batch is recorded in the Batch Control Log.
EDIT IND	Batch Edit Indicator	**Enter the value to specify the desired edit and update options:** **0** No edits except for data integrity. **1** Data integrity edits, table edits, document file match edits. **2** Data integrity edits, table edits, document file match edits, shadow file edits and shadow file posting. Refer to Chapter VII, Online File Inquiry, for a complete discussion of these values.
CK MSG	Check Message Indicator	**Enter the value to specify the method for creating messages on checks:** **N** Use invoice field to populate up to five message lines on a check. (Default is set to **N**.) **Y** Use Check Message ID to print messages on check.
FM	Fiscal Month	**Enter the fiscal month to which the transactions in the batch apply** (code **01-13** where **01** = July and **13** = year-end adjustment).
CLAIM SCHED #	Claim Schedule Number	**Enter the Claim Schedule number for the SCO payment of invoices, refunds or ORF reimbursement.**
BATCH COUNT	Batch Transaction Count	**Enter the total number of transactions in the batch.** Do not use commas. Each transaction is assigned a count of "one."

EXHIBIT VIII-9
BATCH HEADER SLIP AND
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	**Enter the sum of all transactions in the batch *without* regard to their sign (+ or -).** Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point.
OPTIONAL NET BATCH AMOUNT	Net Batch Amount	(Optional) **Enter the net sum dollar amounts of the batch.** All Transaction Illustrations in Volume 5 display "Plus" or "Minus" in the NET BATCH BALANCE field. The **R** code **reverses** the normal sign specified in the Transaction Illustrations. Use the "Plus" and "Minus" sign of each TC to calculate the net sum dollar amount of the batch. Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point. If the net batch amount is a negative, enter "-" in the "+/-" field, see below.
+ / -	Sign	**Enter the sign if the *net amount* is minus (-), *or* plus (+) or blank if the amount is positive.** (Only used when the **Optional Net Batch Amount** is used.)
PREPARED BY	Prepared By	**Enter the name of the person who prepared the batch.**
DATE PREPARED	Date Prepared	**Enter the date the person prepared the batch.**
ENTERED BY	Entered by	**Enter the name of the person entering the batch** indicating that the batch has been entered. If the same person does both operations, she or he signs both places.
DATE ENTERED	Date Entered	**Enter the date the person key-entered the batch.**
SPECIAL INSTRUC-TIONS	Special Instructions	**Enter notes for audit trail or instruction, as appropriate.** This field is used to record information for the person entering the batch or for later identification of the transactions in the batch. May also be used as a cross reference to other batches, claim schedules, etc. The person who enters the batch should note any discrepancies during data entry such as a batch out-of-balance and note corrections/changes on the transactions and header **as entered**. Also, change the Batch Contol Log, as appropriate.

BATCH CONTROL LOG

After the transactions are batched, the batches must be recorded in the CALSTARS Batch Control Log (CALSTARS 26) **before** they are entered into CALSTARS. A Batch Control Log form is shown in Exhibit VIII-10. Instructions for completion are contained in Exhibit VIII-11.

CALSTARS 26
(Rev. 09/11)

STATE OF CALIFORNIA

CALSTARS BATCH CONTROL LOG

DATE	BATCH TYPE	BATCH NBR	FM	CK MSG	CLAIM SCHED. #	BATCH COUNT	ABSOLUTE BATCH AMOUNT	OPTIONAL NET AMOUNT	OPER. INITIAL	COMMENTS

EXHIBIT VIII-11
BATCH CONTROL LOG INSTRUCTIONS

Field	Title	Coding Requirements
Most of the information required for the Batch Control Log comes from the Batch Header Slip and may be copied onto the Log:		
DATE	Date	**Enter the Batch Date from the Batch Header Slip.**
BATCH TYPE	Batch Type	**Enter the Batch Type from the Batch Header Slip.**
BATCH NUMBER	Batch Number	**Enter the Batch Number from the Batch Header Slip.**
FM	Fiscal Month	**Enter the Fiscal Month from the Batch Header Slip.**
CK MSG	Check Message	**Enter the Check Message from the Batch Header Slip.1**
CLAIM SCHED. #	Claim Schedule Number	**Enter the Claim Schedule Number from the Batch Header Slip.**
BATCH COUNT	Batch Count	**Enter the Batch Count from the Batch Header Slip.**
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	**Enter the Absolute Batch Amount from the Batch Header Slip.**
OPTIONAL NET AMOUNT	Optional Net Amount	(Optional) **Enter the Optional Batch Amount from the Batch Header Slip.** Enter the sign (-) if the amount is minus.
OPER INITIAL	Operator's Initial	**Enter the name/initials of the person who is going to enter the batch**. An additional mark may be entered in this column signifying the batch has been entered, balanced and released.
COMMENTS	Comments	(Optional) **Enter information for any agency purpose.** A few words of identification may make it easier to later find the batch for review or audit.